

Meeting minutes

Date: 12/12/2007

Seite 1

Date

06/12/2007

Subject

Steering Committee Meeting "MunEM"-Project

Participants:

- Dr. Joachim Ströfer, BMF
- Dr. Brigitta Kauers, BMF
- Michael Krug, GTZ
- Benjamin Struss, GTZ
- Karsten Müller-Janßen, IB Schleswig-Holstein
- Vladimir I. Potapov, KREEC
- Tatiana Fedorskaya, KREEC
- Ljbov Shcheglova, KREEC
- Nikita A. Borisov, Kaliningrad Region Administration
- Elena Smolina, Svetly
- Elena Odentsova, Svetly
- Tatiana Lobacheva, Mamonovo
- Svetlana Semikova, Mamonovo

	responsible
<p>Beginning: 17:30</p> <ul style="list-style-type: none"> • Opening and presentation of agenda • Approval of meeting minutes last Steering Committee in Berlin 	<p>BMF</p> <p>BMF</p>
<p>Financial Procedures</p> <p>Written clarification from the EC Delegation on salary certification sheets has been given. As long as no increase in the salary rate of the experts indicated in the budget is requested no new salary certificates need to be provided.</p> <p>Procedures for money transfers have been established. The first installment for salaries of the first 6 months, computers and other expenditures has been transferred via the German Russian House to KREEC. Other non-salary expenditures will be paid directly through the German Russian House.</p>	<p>Gtz</p>
<p>Next meetings</p> <ul style="list-style-type: none"> • May 5th to 6th 2008 was fixed as a date for the next workshop and Steering Committee Meeting in Kaliningrad 	<p>All</p>
<p>Consortium agreement</p> <ul style="list-style-type: none"> • The Basic rules of cooperation with Mamonovo and Svetly were signed • The agreement with the Kaliningrad Government needs to be signed and sealed and will be returned to Mr. Maksimova afterwards 	<p>All</p>



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Signature: 3124-BS

Date: 12.10.2007

Page 2

Software

- GTZ states that by reallocating certain funds in the budget and realising savings on other lines a purchase of an additional software tool for about 10.000 EUR seems to be realistic
- KREEC accepts that within the framework of the given budget purchasing of a software component for simulating electricity networks is not realistic and thematically not directly related to the objectives of the project. Furthermore KREEC recognises that a software tool dimensioned to simulate a heat energy network for more than 20.000 households is not essential. A sized-down version covering 10.000 households or even less will be adequate
- Mr. Struss states that a formal addendum will be necessary as major budget reallocations need to be made. This procedure will take at least one month and the final decision on it will be made in Brussel. Therefore a detailed and convincing justification on the necessity of the software needs to be provided by KREEC.
- GTZ and KREEC will work on the details.

End of meeting: 18:10

Responsible:

gtz

KREEC

gtz, KREEC

